

Dear Parent/Guardian,

I am pleased and excited to inform you of a unique opportunity which is afforded your son/daughter as part of the curriculum of Conversational Spanish (F5S0). We are beginning another year of the Hawthorne Elementary Dual-language Immersion Internship Program.

The internship program gives your student the opportunity to use Spanish in service learning project with the students at Hawthorne Elementary School. The Manual students will create lessons, prepare learning materials and activities, and will present the lessons in the immersion classes at Hawthorne. All instruction is carried out in Spanish; no English is permitted in class during the Spanish portion of the day at Hawthorne. Manual students will be assigned to work in K-1, 2-3, or 4th grade class. They will work with small groups to three or five elementary students on concepts from the Core Curriculum guide for the state of Kentucky. The lesson will be from mathematics, science or social studies curriculum.

Students will not miss any Manual classes except advanced conversational Spanish. They will sign out with the secretary in the counselors’ Office, and sign in/out from school. The internship program will operate on Wednesdays, so each student will participate approximately twice a month. A calendar will be established by the teachers at Hawthorne and me. The dates for all Hawthorne visits will be provided to the students in advanced.

Students must provide their own transportation to Hawthorne and home. They will be dismissed from Hawthorne at 2:20pm. Hazardous driving conditions of any particular Wednesday will cancel the session for the day; students will remain at Manual for classes. Parent Volunteers may be needed to drive students to Hawthorne.

It is my hope that all students will be able to participate in this invaluable program; the students who have participated in the past years rated this experience as one of the most challenging, stimulating, and growth-inducting programs they have had at Manual. Students who do not participate will remain in the classroom of a manual teacher and will have their own units of study. They will need to participate in extracurricular speaking practice at one or more locations suggested by the teacher.

Sincerely,

Ana Castro, Teacher of Conversational Spanish

Jerry Mayes, Principal

HAWTHORNE INTERNSHIP

CONTRACT

DUPONT MANUAL HIGH SCHOOL

Welcome and congratulations on being included in the Hawthorne elementary School Dual-Language Immersion Internship Program. The program will be designed to provide students with an opportunity to gain valuable world language experience while they are providing tremendous service to younger learners. To accomplish this, students will be expected to meet definite requirements and accept certain responsibilities. \*Jefferson Co. Code of Conduct will apply at all times.

1. All students participating in the program should have and maintain a minimum grade point average of 2.5 in their high school classes.
2. Students are required to work at Hawthorn elementary School on their scheduled days during the program.
3. \*Students **must** sign out in the counseling office each assigned at for attendance purposes. Students **must** also sign in and out at Hawthorne.
4. As this is a component of F5S course, students must maintain good attendance or they will lose points which will affect the overall grade in the course.
5. Students must abide by any and all rules and regulations, [practices and procedures at both Hawthorne and DuPont Manual, no specifically stated above but as enumerated y the internship Coordinator during the Classroom Orientation.
6. **Grading procedures**: This is a partnership between two parties: The classroom teachers at Hawthorne and Seňora Castro. A scoring rubric will be used for each session at Hawthorne. Each session at Hawthorne counts as a performance event grade to be averaged with the work completed at Manual.

I understand that I must abide by the terms of this agreement in order to participate in the Hawthorne internship Program.

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Student Signature/ Date Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student name

I give my son/ daughter permission to participate in the Hawthorne Internship Program and understand the responsibilities of the program.

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Parents/Guardian’s Signature/ Date

**HAWTHORNE INTERNSHIP**

**F5SO/S9**

SIGN OUT: In room 233 immediately at the beginning of block 4.

SIGN IN: At Hawthorne: Sra. Castro will sign you in--- **Arrive before 1:20p.m**

WEAR YOUR NAMETAG AT ALL TIMES WHILE AT HAWTHORNE.

**DIMISSAL FROM HAWTHORNE:** **2:20PM**

No early dismissal without **prior** permission from Sra. Castro---Failure to follow this policy result in a 10 point deduction in the grade for this day: refer to the rubric.

**DUE NEXT CLASS PERIOD:**

A reflection, in English, in which you address 1) What was the best part of my lesson? 2) What would I do differently next time? 3) What did I learn about myself during this lesson?

**HAWTHORNE**

**2301 Clarendon Avenue**

**485-8263**

**DRIVING DIRECTIONS:**

From manual, take I-65 S to the Watterson (264 E) going east.

Bardstown road North Exit (#16). Keep left to take the Bardstown Road North ramp.Turn left onto Bardstown Road. Turn right onto Manchester Rd (opposite Gardiner lane Shopping Center w/ Borders Books)

Take the 1st left onto Spencer Ave. Turn slight right onto Clarendon Ave. and the School will come into view.

**Arrive, park, sign-in, and be in the classroom by 1:20pm.**

NOMBRE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BLOQUE\_\_\_\_\_\_\_\_\_ FECHA\_\_\_\_\_\_\_\_

HAWTHORNE: RUBRICA

1. A tiempo 0 5 10

Arrives by 1:20; remains until 2:20.

(Only exceptions are by **PRIOR** arrangements with Sra. Castro)

Signs out at Manual and In/Out at Hawthorne appropriately.

1. Preparado 0 5 10

Dressed appropriately for teaching. ***Including nametag.***

Arrives **ready** to work with the children. All materials prepackaged and ready to distribute: **no cutting out, counting, etc.**

Immediately moves into the planned activities.

**All group members** share equally in the preparation of the lesson.

1. Instruction 0 5 10

Follows classroom teacher’s plans and instructions.

Completes lesson according to lesson plan.

Ensures that all students are involved and participating.

1. Interaction with children 0 5 10

Appropriate student management.

Appropriate touching.

Maintains confidentiality.

Professionalism.

1. Use of Spanish 0 5 10

Carries out all activities in Spanish.

Uses dictionary or consults teacher for vocabulary.

Encourages students to use only Spanish.

NOTA: **Score x 2 =**

COMMENT ARIO:

NOMBRES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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BLOQUE\_\_\_\_\_\_\_\_\_\_FECHA\_\_\_\_\_\_\_\_

LESSON PALN FOR HAWTHORNE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(fecha)

Must be submitted and approved at least one class meeting before implementation.

1. Goal and Theme:
2. Vocabulary for lesson:
3. Activities to meet Goal:
4. Activating prior knowledge
5. Introduction of new material
6. Practice of new material

1.

2.

3.

1. Materials need to meet Goal:
2. Individual Responsibilities for Preparation to Teach:

HAWTHORNE SCHEDULE (1st Semester)

RED DAY WHITE DAY

10/02 9/25

10/23 10/16

11/13 11/20

12/4 12/11